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ABSTRACT

The work study curriculum guide for secondary special education students was designed for use in a classroom atmosphere simulating a work setting. Performance objectives and suggested activities are listed for 10 units (sample subunits in parentheses): purchasing habits (advertising methods, types of stores and merchandise, sales tax); budgeting (income, expenses); banking (checking, savings, safety deposit boxes); job related behavior (coworker relationships, unions); job search skills (job sources, applications); vocational assessment (self awareness, vocational interests); home management (maintenance, food preparation and storage); health care (use of medication, emergency signs, care, social realtionships); personal hygiene and grooming (clothing selection); and functional signs (emergency signs, traffic and road signs). Materials are listed for each unit with publisher information appended. (CL)

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MARSHALLTOWN COMMUNITY SCHOOL DISTRICT
Marshalltown, Iowa 50158

Curriculum
of
Work-Study Program
Special Education

Marshalltown Senior High School
1979

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STATEMENT of RATIONALE

The students of Special Education have difficulty developing independent living skills. It is important to have a curriculum that is in a sequential developmental order of instruction that allows for measureable progress.

Dear Teacher,

We would like to share with you the environment we have found successful for optimum implementation of this curriculum.

Our classroom structure is unique in that the teachers are the management, the students are potential employees. After spending time on personal and vocational assessment, job related behaviors and job search skills, the student will apply for a job with The Darrell L. Smith Company. After hired, he may join the Local 216 Union. He will be paid (Monopoly money) per hour that he will be in the classroom. He may collect incentive pay for classroom projects. He keeps track of his hours, turns in a time card and gets a weekly paycheck. He will gain experience in banking and purchasing activities by budgeting his paycheck, such as renting an apartment, paying utilities and emergency bills. Personal hygiene and grooming are emphasized along with the practical skills of home management and health care. We stress a realistic approach in combining functional signs in all skills areas.

We hope this curriculum guide will be of value to you. Feel free to share your comments and successes with us.

Sincerely,

Regina Lehman

Carol Hildebrandt

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UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
1. PURCHASING HABITS Goal: To expose the student to skills related to Purchasing Habits	1.1 General Purchasing Terminology	1.1.1 - Student will read and define terminology related to purchasing habits.	- Complete teacher made materials, commercially made materials, student made materials* *(Hereinafter designated as TMM, CMM, and SMM)
	1.2 Methods of Advertising	1.2.1 - Student will read and define terminology related to advertising.	- Complete TMM, CMM, and SMM
		1.2.2 - Student will discriminate between different types of advertising and sales approaches.	- List and discuss why businesses advertise - List and discuss methods of advertising
		1.2.3 - Student will identify newspaper advertising.	- Read examples of types of ads - Compare ads - Arrange field trip to newspaper
		1.2.4 - Student will identify television advertising.	- Observe different types of advertising - List and discuss ways television influences purchasing habits - Differentiate between various advertising gimmicks - Compare methods used in television advertising

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		1.2.5 - Student will identify radio advertising.	- Listen to examples of radio advertising - Identify advertising gimmicks - Compare and discuss methods used in radio advertising
		1.2.6 - Student will identify printed advertising.	- List and discuss types of printed advertising - Compare and discuss methods used in printed advertising - Discriminate between legitimate and false printed advertising - Discriminate proper use of printed advertising
	1.3 Types of Stores	1.3.1 - Student will read and define terminology related to types of stores.	- Complete TMM, CMM, and SMM
		1.3.2 - Student will list and locate different types of stores within the community.	- List and discuss stores and merchandise - Visit stores - Using city map, locate stores
	1.4 Types of Merchandise	1.4.1 - Student will read and define	

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		terminology related to types of merchandise.	- Complete TMM, CMM, and SMM
		1.4.2 - Student will identify types of merchandise.	- List and discuss various types of merchandise - Identify sample labels
	1.5 Relationship between type of store and type of merchandise	1.5.1 - Student will read and define terminology related to type of store and type of merchandise.	- Complete TMM, CMM, and SMM
		1.5.2 - Student will discriminate which merchandise can be found in various stores.	- Visit various types of stores - Locate merchandise in various stores
	1.6 Comparative Shopping	1.6.1 - Student will read and define terminology related to comparative shopping.	- Complete TMM, CMM and SMM
		1.6.2 - Student will discriminate between prices of same merchandise.	- List merchandise needed - Make a shopping list - Locate and read sample price tags or markings - Compare price tags or markings

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UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		1.6.3 - Student will identify discounts, sales and coupons.	- Compare discount prices of various merchandise - Discriminate between various sales - Discriminate between real sales and bargains - Compare and decide best buy
		1.6.4 - Student will identify sizes of merchandise.	- Identify various sizes of merchandise - Discriminate between size and need - List sizes which fit needs
		1.6.5 - Student will discriminate quality between similar items.	- Taste and compare various foods - Arrange field trips to various stores - Invite resource personnel to discuss quality
	1.7 Quantity Buying	1.7.1 - Student will read and complete terminology related to quantity buying.	- Complete TMM, CMM, and SMM
		1.7.2 - Student will identify the concept of quantity buying.	- Discuss single and multiple buying - Compare single prices with unit prices on quantity buying - List and discuss advantages and disadvantages of quantity buying

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- Compare prices of various stores on quantity buying
	1.8 Relationship between weight and cost of items	1.8.1 - Student will read and define terminology related to weight and cost.	- Complete TMM, CMM, and SMM
		1.8.2 - Student will identify weight and price markings.	- Read sample weight markings - Read sample price markings - Compute price per unit of weight - Compare similar items for best buy
		1.8.3 - Student will discriminate between size, shape and weight of container.	- Identify volume related to various size containers - Identify shape of various containers - Compare size and weight - Compare shape and weight - List effects on budgeting
	1.9 Sales Tax	1.9.1 - Student will read and define terminology related to sales tax.	- Complete TMM, CMM, and SMM
		1.9.2 - Student will identify sales tax.	- List what products are taxable

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- List non-taxable products - List and discuss how sales tax is used - Given various prices, figure sales tax - Given various prices and products, give total price
	1.10 Refunds, warranties and guarantees	1.10.1 - Student will read and define terminology related to refunds, warranties and guarantees.	- Complete TMM, CMM, and SMM
		1.10.2 - Student will demonstrate procedures of refunding merchandise.	- List and discuss reasons for refunding merchandise - Fill out forms - Role play refunding merchandise - Discuss savings of sales slip
		1.10.3 - Student will list responsibilities regarding warranties.	- Locate and identify expiration dates of sample warranties - Locate service plans - Discuss how to send in warranties - Discuss packaging of items - Discuss postage procedures - List and discuss responsibilities of consumer and manufacturer

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		1.10.4 - Student will list responsibilities related to guarantees.	- Fill out sample guarantees - Discuss record keeping related to guarantees - List and discuss consumer rights and responsibilities - List and discuss manufacturers' responsibilities

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MATERIALS - UNIT 1. PURCHASING

Math for the Consumer
Consumer in the Supermarket
Consumer in the Department Store
Mafex Publishers

Project Discovery Kits
Southwest Iowa Learning Resources Center

Project FIT
Commerce Public Schools

Everyday Business
Lawson Book Company

Your Money - Going or Growing?
Finney Company

Useful Arithmetic
Banking, Budgeting & Employment
Frank E. Richards Publishing Co., Inc.

Occupational Education Fact Finding Series
Special Service Supply

Scope Visuals 13
Getting Applications Right
Real Life Reading Series
Scholastic Book Services

Shopping Lists Games I and II
Developmental Learning Materials

Using Dollars and Sense
Money Makes Sense
Working Makes Sense
Fearon Publishers, Inc.

Money Matters #221
Wise Owl Publications

Consumer Education - Managing Your Money
"Recognizing Fraud, Quackery, and Deception" - Filmstrip, Cassette
Teaching Resources Corp.

MATERIALS - UNIT 1. PURCHASING - continued

Mathematics for Living
Mathematics for Banking
Mathematics for Wages
Mathematics for Taxes
Mathematics for Insurance
Pruett Press Inc.

Be Informed
Wise Buying
Money
New Readers Press

"You - The User"
"The Great American Grocery Cart" -
Filmstrip, Cassette
Life Skills Company

Available - Catalogues from department stores
Sales slips
Guarantees and Warranties

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
2. BUDGETING Goal: To expose the student to skills necessary for budgeting	2.1 Budgeting	2.1.1 - Student will read and define terminology related to budgeting.	- Complete TMM, CMM, and SMM
		2.1.2 - Student will discuss the need for proper budgeting.	- List needs for proper budgeting - Listen to and discuss talks of resource personnel discussions on budgeting
	2.2 Income	2.2.1 - Student will read and define terminology related to income.	- Complete TMM, CMM, and SMM
		2.2.2 - Student will identify various incomes.	- List and discuss various methods of income - Describe how income may change - Record monthly incomes
	2.3 Methods of Pay	2.3.1 - Student will read and define terminology related to paychecks.	- Complete TMM, CMM, and SMM
		2.3.2 - Student will identify methods of pay.	- List and discuss different methods of pay

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		2.3.3 - Student will discriminate between gross pay and net pay.	- Explain gross pay - Explain net pay - List and define deductions relating to paychecks - Subtract deductions from gross pay - Complete sample paychecks
	2.4 Expenses	2.4.1 - Student will read and define terminology related to expenses.	- Complete TMM, CMM, and SMM
		2.4.2 - Student will identify fixed and changing expenses.	- List and discuss fixed expenses - List and discuss changing expenses - Discriminate between fixed and changing expenses - Discuss how to record expenses - Discuss how to plan for expenses on a budget - Discuss effects of expenses on income
		2.4.3 - Student will identify emergency expenses.	- List and discuss emergency expenses - Discuss how to plan for and record emergency expenses - Discuss effects of emergency expenses on a budget

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
	2.5 Sample Budgets	2.5.1 - Student will show necessary skills for proper salary allocations.	- Complete CMM, TMM, and SMM - Discuss actual budgets - Plan a budget - Evaluate the budget

MATERIALS - UNIT 2. BUDGETING

How to Budget Your Money

Payroll Deductions and Company Benefits

Hopewell Books, Inc.

Be Informed

Unit 5 Social Security and Personal Insurance

Unit 6 Renting a House

Read the Instructions First

New Readers Press

Project Discovery Kits

Southwest Iowa Learning Resources Center

Project FIT

Commerce Public Schools

Project CLUE

Income Tax: Keeping a Record of Your Income and Expenses

Introduction to Contracts

Bills, Bills, Bills

De Moines Public Schools

Going Places with Your Personality

Fearon Publishers, Inc.

Project ISU

Understanding Your Pay Stub

Health Insurance

Life Insurance

Banking, Budgeting and Employment

Frank E. Richards Publishing Co., Inc.

Follett Coping Skills Series

Budgeting

Follett Publishing Company

Real Life Reading Series

Scholastic Book Services

Consumer Education Part II

"Managing Your Money" - Filmstrip, Cassette

"Living Within Your Means"

Teaching Resources Corp.

MATERIALS - UNIT 2. BUDGETING - continued

Available - Pamphlets and booklets from
community resources

Available - Catalogues from department stores
J. C. Penney Consumer Kits

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
3. BANKING Goal: To expose the student to skills related to banking	3.1 Banking Services	3.1.1 - Student will read and define terminology related to banking services.	- Complete TMM, CMM, and SMM
		3.1.2 - Student will identify and explain banking services.	- List and discuss the services a bank offers - Listen and summarize talks by resource personnel - Arrange field trip to bank to explore services
	3.2 Checking	3.2.1 - Student will read and define terminology related to checking.	- Complete TMM, CMM, and SMM
		3.2.2 - Student will complete activities related to opening and using a checking account.	- List and discuss reasons for having a checking accou - Role play application for signature card (personal data information) - Fill out signature card - Order checks - Complete a deposit slip - List and discuss parts of a check - Complete a sample check blank - Discuss methods of endorsing a check - Practice different methods of endorsing a check

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- Discuss how to record checks - Practice balancing a check book - List advantages and disadvantages of checking accounts
	3.3 Savings Accounts	3.3.1 - Student will read and define terminology related to Savings Accounts.	- Complete TMM, CMM, and SMM
		3.3.2 - Student will demonstrate how to open a savings account.	- List and discuss reasons for opening a savings account - Fill out necessary forms for opening a savings account
	3.4 Safety Deposit Boxes	3.4.1 - Student will read and define terminology related to safety deposit boxes.	- Complete TMM, CMM, and SMM
		3.4.2 - Student will identify reasons for safety deposit boxes.	- List and discuss reasons for safety deposit boxes - List appropriate contents of a safety deposit box
		3.4.3 - Student will demonstrate how to rent a safety deposit box.	- Fill out rental agreement - Verbalize use of signature card with deposit box key

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
	3.5 Loans	3.5.1 - Student will read and define terminology related to loans.	- Complete TMM, CMM, and SMM
		3.5.2 - Student will identify organizations which loan money.	- List and discuss the different places which loan money - List and discuss advantages and disadvantages of different organizations which loan money
		3.5.3 - Student will identify responsibilities in loan repayment.	- List and discuss responsibilities - Role play responsibilities - List and discuss consequences of non-repayment
	3.6 Travelers Checks	3.6.1 - Student will read and define terminology related to travelers checks.	- Complete TMM, CMM, and SMM
		3.6.2 - Student will identify reasons for purchasing travelers checks.	- List and discuss reasons for using travelers checks - List and discuss advantages and disadvantages of travelers checks
		3.6.3 - Student will identify procedures in purchasing	

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		travelers checks.	- Discuss procedures and forms used in purchasing travelers checks - Complete procedure in purchasing travelers checks
		3.6.4 - Student will demonstrate proper use of travelers checks.	- List and discuss places and things travelers checks can be used for - List and discuss how to use a travelers check - Discuss what to do if travelers checks are lost
	3.7 Money Orders	3.7.1 - Student will read and define terminology related to money orders.	- Complete TMM, CMM, and SMM
		3.7.2 - Student will identify reasons for using money orders.	- List and discuss advantages of using money orders - List and discuss ways in which money orders may be used - List and discuss advantages and disadvantages of money orders
		3.7.3 - Student will identify how to purchase money orders.	- Fill out information used to purchase money orders - List places where money orders may be purchased

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UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
	3.8 Financial Counseling	3.8.1 - Student will read and define terminology related to financial counseling.	- Complete TMM, CMM, and SMM
		3.8.2 - Student will define reasons and needs for financial counseling.	- List and discuss reasons for financial counseling - List and discuss needs for financial counseling - Role play situations involving financial counseling
	3.9 Credit Cards	3.9.1 - Student will read and define terminology related to credit cards.	- Complete TMM, CMM, and SMM
		3.9.2 - Student will demonstrate how to apply for credit cards.	- Discuss contract on application form - Fill out application form
		3.9.3 - Student will demonstrate proper use of credit cards.	- Discuss how to use a credit card - Discuss when to use a credit card - List and discuss places a credit card can be used - Role play use of a credit card

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UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		3.9.4 - Student will identify responsibility related to monthly statements.	- Read and discuss sample monthly statement - Role play making monthly payment
		3.9.5 - Student will identify advantages and disadvantages of credit cards.	- List and discuss advantages and disadvantages of credit card - Invite resource personnel to discuss credit cards
	3.10 Computerized Banking	3.10.1 - Student will read and define terminology related to computerized banking.	- Complete TMM, CMM, and SMM
		3.10.2 - Student will identify aspects of computer banking.	- List and discuss advantages and disadvantages of computer banking - Invite resource personnel to discuss computer banking - Arrange field trip to bank

MATERIALS - UNIT 3. BANKING

Project Discovery Kits

Southwest Iowa Learning Resources Center

Project FIT

Commerce Public Schools

Individualized Student Unipacs

Bank Certificate
Bank Loans
24 - Hour Deposit
Credit - Buy It on Charge
Shop for Credit
Bank by Mail
Safety Deposit Boxes
Travelers Cheques
Postal Money Orders

Project ISU

Be Informed: On Personal Credit

New Readers Press

Project CLUE

Be Smart About Earning and Spending Money
Put Your Mind Where Your Money Is

Des Moines Public Schools

Real Life Reading Series
Dollars and Sense

Scholastic Book Services

Mathmetics for Banking

Mathmetics for Citizenship

Mafex Associates, Inc.

Follett Coping Skills - Budgeting
Understanding Consumer Credit

Follett Publishing Company

Occupational Education Fact Finding Series

Special Service Supply

MATERIALS - UNIT 3. BANKING - continued

Mathmetics for Living
Mathmetics for Banking
Pruett Press Inc.

Earning, Spending & Saving
Banking, Budgeting & Employment
Savings Accounts, Part I
Checking Accounts, Part II
Frank E. Publishing Co., Inc.

Everyday Business
Lawson Book Co.

How to Borrow Money
Banking
Hopewell Books, Inc.

Basic Skills in Using Money
Basic Skills Around the House
CEBCO Standard Publishing Co.

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
4. JOB RELATED BEHAVIOR Goal: To expose the student to on-the-job behavior and responsibilities	4.1 Roles and duties of a supervisor	4.1.1 - Student will read and define terminology related to roles and duties of a supervisor.	- Complete TMM, CMM, and SMM
		4.1.2 - Student will identify the roles and duties of a supervisor.	- List and discuss roles and duties of a supervisor - Listen and summarize talks by resource personnel on roles and duties of a supervisor - Role play roles and duties of a supervisor
	4.2 Responsibilities of a worker	4.2.1 - Student will read and define terminology related to responsibilities of a worker.	- Complete TMM, CMM, and SMM
		4.2.2 - Student will identify the responsibilities of a worker.	- List and discuss the responsibilities of a worker on the job - List and discuss the responsibilities of a worker off the job - List and discuss importance of job completion - Role play worker responsibilities - Discriminate between worker's responsibilities and supervisor's

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UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
	4.3 Job Related Communications	4.3.1 - Student will read and define terminology related to job communication.	- Complete TMM, CMM, and SMM
		4.3.2 - Student will identify, verbalize and complete forms related to job communications.	- List and discuss job forms - Complete job forms - Role play job related communications
	4.4 Co-Worker Relationships	4.4.1 - Student will read and define terminology related to co-worker relationships.	- Complete TMM, CMM, and SMM
		4.4.2 - Student will identify proper relations with fellow workers.	- List and discuss proper relations with fellow workers - Role play various situations which occur in employee relations - Listen and summarize talks of resource people about work relationships - Discriminate between correct and improper worker relationship decisions

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
	4.5 Unions	4.5.1 - Student will read and define terminology related to unions.	- Complete TMM, CMM, and SMM
		4.5.2 - Student will identify the need for unions.	- List and discuss needs for unions - Listen and summarize the talks by union personnel - Discriminate between union and non-union membership
		4.5.3 - Student will identify different types of unions.	- List and discuss types of unions - Listen and summarize talks by various union and non-union members
		4.5.4 - Student will identify problems to be agreed on by a union and an employer.	- List and discuss items which an employer and union must agree upon - Role play negotiating - Discriminate problems which are union-related and those which are not - Listen and summarize tapes of union negotiations
		4.5.5 - Student will verbalize how to join a union.	- Discuss how to fill out agreement form for joining a union

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- Fill out agreement form - List and discuss union dues and what they are used for - List and discuss workers' responsibilities to a union
		4.5.6 - Student will identify strikes, lay-offs, work stoppage and collective bargaining.	- List and discuss advantages and disadvantages of strikes, lay-offs, work stoppages and collective bargaining - Role play examples - Discriminate workers' responsibility to strikes, lay-offs, work stoppages and collective bargaining

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MATERIALS - UNIT 4. JOB RELATED BEHAVIOR

SECDC - Life Experience Starter Set
Vocational Preparation
Iowa Department of Public Instruction

My Work Experience Guidebook
Conrad Publishing Co.

The Job Ahead
New Rochester Occupational Reading Series
Science Research Associates, Inc.

The Turner Livingston Guidance Series
Training for a Job
Holding a Job
Changing a Job

Job Interviews - Follett Coping Series
Follett Publishing Company

Real Life Reading Series
Scholastic Book Services

Occupational Education Fact Finding Series
Special Service Supply

Don't Get Fired! 13 Ways to Hold Your Job

Janus Job Planner
Janus Book Publishers

All About Jobs
Mafex Associates, Inc.

Help Yourself To A Job Parts I - IV
Finney Publishing Company

Unemployment Is Non-Cents
Lawson Book Company

Social Skills Development
Council Bluffs Community Schools

Project Discovery Kits
Southwest Iowa Learning Resources Center

Project FIT
Commerce Public Schools

MATERIALS - UNIT 4. JOB RELATED BEHAVIOR - continued

Unemployed Uglies
On The Job
Work for Everyone
Jobs From "A" to "Z"
The Getting Along Series of Skills
Frank E. Richards Publishing Co., Inc.

Vocational Sound Filmstrips
"Why Work At All" - Filmstrip, Record
Guidance Associates

Available - Pamphlets and booklets from
community resources

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
5. JOB SEARCH SKILLS Goal: To expose the student to ways of locating and obtaining a job	5.1 Job Sources	5.1.1 - Student will read and define terminology related to job sources.	- Complete TMM, CMM, and SMM
		5.1.2 - Student will identify public and private employment agencies.	- Using telephone directory, locate and discuss public and private employment agencies - Role play telephone call to public and private agenci - List and discuss functions of public and private agencies - Compare public and private agencies
		5.1.3 - Student will locate and read help wanted ads in the newspaper.	- Locate and read a help wanted ad - List and discuss the aspects of the ad - Compare job requirements to personal qualifications and availability - Role play answering an ad by personal contact and the telephone
		5.1.4 - Student will identify contacts in job search.	- Discuss telephone techniques in contacting job sources - List and discuss advantages of personal contact

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- List and discuss other people who may help in job search - Role play using the telephone and personal contact in job search.
	5.2 Job Application	5.2.1 - Student will read and define terminology related to job application.	- Complete TMM, CMM, and SMM
		5.2.2 - Student will demonstrate how to use an application.	- List and discuss reasons for filling out an application form - List when and where to fill out an application form - Fill out a sample application form using information from personal data sheet - Role play returning application form to employer
	5.3 Job Interviews	5.3.1 - Student will read and define terminology related to job interviews.	- Complete TMM, CMM, and SMM
		5.3.2 - Student will identify and practice proper interview techniques.	- Define and discuss formal and informal interviews - List and discuss appropriate dress for interviews - Discuss arranging for the job interview

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- Discuss arranging for transportation to the job interview - Discuss importance of first impression - Discuss questions which may be asked during the interview - Discuss closure and follow-up of the interview - Role play entering the room - Role play interview behavior - Role play questions asked during the interview - Role play closure and follow-up - Using resource personnel, video tape interview - Evaluate interview - List positive and negative aspects of interview

MATERIALS - UNIT 5. JOB SEARCH SKILLS

Getting To Work
How To Find a Job
Work Rules
Hopewell Books, Inc.

All About Jobs
Fill In The Blanks - also transparency set
Mafex Associates, Inc.

My Job Application File
Using the Want Ads
People Working Today Series - 10 books
Janus Job Planner
Job Interview Box
Janus Book Publishers

The Job Ahead
Science Research Associates

SECDC - Life Experience Starter Unit
Vocational Preparation
Iowa Department of Public Instruction

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Project Discovery Kits
Southwest Iowa Learning Resources Center

Real Life Reading Series
Getting and Keeping a Job
The Jobs Book: How to Find and Keep a Job
Scholastic Book Services

Project CLUE
Business Communications That Count
Des Moines Public Schools

Project FIT
Commerce Public Schools

Getting Along Series
I Want A Job
Work For Everyone
Frank E. Richards Publishing Co., Inc.

Forms in Your Future
Learning Trends

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MATERIALS - UNIT 5. JOB SEARCH SKILLS - continued

Getting and Holding a Job
The Job Box
Fearon Publishers, Inc.

Help Yourself to a Job Parts I - IV
Finney Publishing Company

Eye Gate "#117 Occupational Filmstrips"
Eye Gate House, Inc.

Job Application Skill Test
Occupational Education Fact Finding Series
Special Service Supply

Turner Livingston Guidance Series
Wanting a Job
Training for a Job
Looking for a Job
Starting a Job
Follett Coping Skills Series
Finding Work
Accent Series
The World of Work
Follett Publishing Company

Transparencies: "I Want a Job"
United Transparencies Inc.

Vocational Found Filmstrips
"Job Hunting: Where to Begin"
"Preparing for the World of Work"
Guidance Associates

My Work Experience Guidebook
Conrad Publishing Co.

Be Informed Series - Finding a Job
New Readers Press

Available - Pamphlets and booklets
from community resources

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
6. VOCATIONAL ASSESSMENT Goal: To expose the student to self-awareness, attitudes and assessments	6.1 Self-Awareness and Attitudes	6.1.1 - Student will read and define terminology related to self-awareness.	- Complete TMM, CMM, and SMM
		6.1.2 - Student will identify own personal attributes and attitudes.	- List and discuss personal attributes - List and discuss positive and negative attitudes - Role play appropriate attitudes relating to various situations - Complete self-inventories, and/or checklists - Read and discuss stories about other people, their personal attributes and attitudes - Write autobiography
		6.1.3 - Student will identify changes needed in personal attitude.	- Discriminate between positive and negative attitudes - List personal changes needed to demonstrate appropriate attitude - Role play situations calling for appropriate attitude - Chart or record incidents of changed behavior - Report on results from changed behavior

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
	6.2 Vocational Interests	6.2.1 - Student will read and define terminology related to vocational interests.	- Complete TMM, CMM, and SMM
		6.2.2 - Student will identify personal interests related to vocations.	- List and discuss personal vocational interests - List and discuss preference of working conditions - Complete interest inventories related to vocations - Complete preference checklists related to vocations - Confer to determine results from interest inventories and/or checklists
	6.3 Vocational Aptitudes and Assessments	6.3.1 - Student will read and define terminology related to aptitudes.	- Complete TMM, CMM, and SMM

		6.3.2
		- Student will complete various aptitude assessments.
			- Discuss various aptitude assessments available
			- Listen to and discuss talks from personnel from Career Assistance Center of Community College
			- Complete appropriate aptitude assessments:
			  - CISI - Career Information Systems of Iowa
			  - CAI - Career Assessment Inventory

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- TVI - Temperment and Values Inventory - COATS - Employability Attitudes Survey - Ohio Vocational Interest Survey - Confer to determine results of aptitude
		6.3.3 - Student will complete "hands on" assessment.	- Discuss various "hands on" assessments available - Complete applicable sections of "hands on" assessments: - VALPAR - Project Discovery - Singer-Graflex - Confer to evaluate results of "hands on" assessments - Discuss alternative agencies available for further evaluation: - Vocational Rehabilitation - Career Assistance Center - Mid-Iowa Workshop
	6.4 Occupational Exploration	6.4.1 - Student will list occupational alternatives.	- Discuss occupations for which student is qualified - Explore occupations: - Job Box - Dictionary of Occupational Titles - Careers Information Systems of Iowa - Complete TMM, CMM, and SMM

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- List qualifications necessary for preferred job - Match students and jobs based on mutual qualifications and requirements - Visit job sites - Apply for the job

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MATERIALS - UNIT 6. VOCATIONAL ASSESSMENT

SEDC - Life Experience Starter Units
In The Home
Exploring Prejudice
Social and Sexual Development
Iowa Department of Public Instruction

Project Discovery kits
Southwest Iowa Learning Resources Center

Project FIT
Commerce Public Schools

Turner Livingston Guidance Series
Turner Livingston Communication Series
Turner Livingston Reading Series
Follett Coping Skills Series
Follett Publishing Company

Basic Skills in Following Directions
CEBCO Standard Publishing Co.

Action Magazine
Real Life Reading Series
Scholastic Book Services

Occupational Education Fact Finding Series
Special Service Supply

My Work Experience Guidebook
Conrad Publishing Co.

Social Skills Development
Council Bluffs Community Schools

Games: The Ungame
Social Security
Ungame Company

15 Color Filmstrips:
Exploring Moral Values
Warren Schloat Productions, Inc.

Lifeline Series - 3 sets of cards:
Sensitivity, Point of View and Consequences
Argus Communications

Tennessee Self-Concept Scale
Counselor Recordings and Tests

MATERIALS - UNIT 6. VOCATIONAL ASSESSMENT - continued

Minnesota Importance Questionnaire

Career Maturity Inventory

Competence Test

Attitude Scale

Social and Prevocational Information Battery

CTB/McGraw-Hill

California Psychological Inventory

Consulting Psychologists Press, Inc.

Purdue Pegboard

Science Research Associates

Minnesota Rate of Manipulation Tests

American Guidance Service, Inc.

Pennsylvania Bi-Manual Worksample

American Guidance Service, Inc.

The following assessment tools at the Career Assistance Center at Marshalltown Community College:

Career Information Systems of Iowa (CISI)

VALPAR

General Aptitude Test Battery (GATB)

Non-Reading Aptitude Test Battery (NATB)

Career Assessment Inventory (CAI)

Temperment & Values Inventory (TVI)

Employability Attitudes Survey (COATS)

Differential Aptitude Test (DAT)

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
7. HOME MANAGEMENT Goal: To expose the student to the skills of home management	7.1 Living Quarters	7.1.1 - Student will read and define terminology related to housing.	- Complete TMM, CMM, and SMM
		7.1.2 - Student will list sources in locating housing.	- Use newspaper ads - List and discuss agencies available - List and discuss people who may help in locating housing - Role play using these sources
		7.1.3 - Student will identify the effects of housing on a budget.	- List and discuss costs of various kinds of housing - Compare costs to net income - List and discuss increase in cost of housing
		7.1.4 - Student will identify various living quarters.	- List and discuss advantages and disadvantages of various living quarters - Discriminate furnished and non-furnished, efficiency apartments, mobile homes, room, room and board, residential care facilities, living at home
		7.1.5 - Student will identify assets	

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UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		and areas of improvement needed.	- Evaluate living quarters relating to needs - Make a checklist of assets within each room - Compare assets to needs - Role play asking for improvements and follow-up
		7.1.6 - Student will identify furnishings and locations to buy them.	- List and discuss furnishings for each room - Make a collage or poster from magazines and catalogues - List and discuss stores and places to find furnishings and household goods - Use the telephone directory addresses and phone numbers of these - Role play checking these furnishings for use - Use purchasing techniques - Select transportation to residence
		7.1.7 - Student will identify the effect of furnishings on budget.	- Make a sample budget
		7.1.8 - Student will identify home decorating ideas.	- Locate pictures of appropriate, practical decorating ideas - List and discuss color schemes and fabrics, etc., in home decorating

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- Discriminate sizes, numbers, shapes of furnishings and household goods - Listen and summarize talks of resource people - Field trip to furniture stores
	7.2 Maintenance and repair of furnishings and appliances	7.2.1 - Student will read and define terminology related to maintenance and repairs.	- Complete TMM, CMM, and SMM
		7.2.2 - Student will demonstrate simple maintenance and repairs.	- Identify appropriate maintenance and repair needs - List and discuss where to get maintenance help - List and discuss some maintenance that can be done easily - Identify tools needed for simple repairs - Make a home repair tool kit - Compare qualities, quantities and prices of tools - Locate stores where tools can be found
	7.3 Living Conditions	7.3.1 - Student will read and define terminology related to a safe and clean home.	- Complete TMM, CMM, and SMM

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		7.3.2 - Student will identify cleaning tools and cleaning agents.	- List and discuss cleaning agents for each area of the home - Make a sample budget including cleaning tools and supplies - List and discuss appropriate cleaning supplies - List and discuss purchasing of items - Role play assembling, measuring and use of supplies and tools for cleaning specific items - List and discuss time period for cleaning home
		7.3.3 - Student will demonstrate appropriate safety habits and practices.	- List and discuss safety practices - Demonstrate and role play safety practices - Identify proper storage areas for supplies - Practice emergency techniques for accidents with these items
	7.4 Food Preparation and Storage	7.4.1 - Student will read and define terminology related to food preparation and storage.	- Complete TMM, CMM, and SMM
		7.4.2 - Student will plan menus.	- Identify Basic 4 food groups

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- Plan balanced meals - Plan for snacks - Plan party refreshments - Locate and copy recipes for menus - List and discuss ingredients needed for recipes
		7.4.3 - Student will demonstrate buying and storage of food.	- Make a shopping list (refer to purchasing unit) - Purchase items (or role play) - Sort groceries purchased (fresh, frozen and canned foods) - Store items properly
		7.4.4 - Student will demonstrate steps in meal preparation, serving and clean-up.	- Organize and use a time schedule - Select appropriate containers for cooking - Follow directions of recipes - Demonstrate proper table setting - Serve food in appropriate containers - Clear off uneaten food and dirty dishes - Store leftovers in appropriate containers and location - Wash dishes in appropriate order - Wipe off table, counter and stove

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- Put away appliances used (mixers, can openers, etc.)
	7.5 Laundry Procedures	7.5.1 - Student will read and define terminology related to laundry procedures.	- Complete TMM, CMM, and SMM
		7.5.2 - Student will demonstrate how to wash, dry and iron clothes.	- Discriminate laundry according to fabric, size, colors, soils, etc. - Sort articles to be laundered - Identify laundry supplies - Practice measuring laundry supplies - Identify dials on washer - Practice setting dial for appropriate washload, temperature and fabric - Sort washed clothes for drying or ironing - Hang clothes properly on line - Place clothes in dryer - Identify and select dial on dryer - Sort, fold and hang dry clothes - Identify and select iron settings - Iron selected items - Hang on hangers - Put away clothes

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		7.5.3 - Student will demonstrate how to use a coin-operated washer and dryer.	- Locate coin-operated laundries using a telephone directory - Read and follow directions in operating a washer and dryer - Recognize and choose appropriate money amounts needed - Wash and dry clothes following steps listed above
		7.5.4 - Student will demonstrate when to take clothes to a dry cleaner.	- Locate and read tags or labels inside clothing - Recognize "Dry Clean Only" label - Using a telephone directory, list dry cleaners available - Take necessary items to dry cleaners - Keep receipt in a safe place until you pick up clothing
	7.6 Small Appliances	7.6.1 - Student will read and define terminology related to small appliances.	- Complete TMM, CMM, and SMM
		7.6.2 - Student will identify common household appliances and	

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		their care and maintenance.	- Identify household appliances needed per room - List and discuss items of the directions for correct use - Role play care and use of item - Identify safety features - Use the telephone directory to find places which will repair items - Role play phone calls - Budget for cost of repair or replacement - Practice minor repairs
	7.7 Community Service Agencies and Utilities	7.7.1 - Student will read and define terminology related to community service agencies.	- Complete TMM, CMM, and SMM
		7.7.2 - Student will identify community services available.	- List and discuss which community services are available in this town - List and discuss functions - Use the telephone directory to locate - Role play how and when to use community services - Role play making contact with these agencies and apply for aid

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UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		7.7.3 - Student will read and define terminology related to utilities.	- Complete TMM, CMM, and SMM - List and discuss utilities - List and discuss utilities in the community - List and discuss services purchased from utilities - List and discuss cost of utilities - List and discuss problems encountered with utilities - List and discuss cost of connecting and disconnecting utilities - Discuss your obligation of bills

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MATERIALS - UNIT 7. HOME MANAGEMENT

SECDC - Social Problem Fiction
Understanding the Law
Life Experience Starter Unit
Management and Maintenance in the Home
Iowa Department of Public Instruction

Project Discovery Kits
Southwest Iowa Learning Resources Center

Project CLUE
Health and Nutrition
Man, the Marvelous Machine
Des Moines Public Schools

Social Skills Development
Council Bluffs Community Schools

Project FIT
Commerce Public Schools

Modern Lessons in the Law
Life Today
Mafex Associates, Inc.

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Justice in America Series:
Law and the City
Crimes and Justice
Law and the Consumer
Poverty and Welfare
Youth and the Law
Landlord and Tenant
Houghton Mifflin Co.

Machine-Age Riddles
Signs Around Town
Label Talk
Read Instructions First
Everyday Reading and Writing
Be Informed Series: On Wise Buying
On Nutrition
New Readers Press

Working with Wood
The Happy Housekeepers
Family Life Books I and II
Frank E. Richards Publishing Co., Inc.

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MATERIALS - UNIT 7. HOME MANAGEMENT - continued

Real Life Reading Skills
Scholastic Book Services

The Money Series: Buying Furniture for Your Home
Finding a Place To Live
How To Buy Food
Where To Get Help
Hopewell Books, Inc.

Guide To The Community
Elwyn Institute

Steps in Home Living
Chas. A. Bennett Co., Inc.

Plans for Living
Fearon Publishers

Yellow Pages of Learning Resources
MIT Press

Follett Coping Skills Series:
Using Transportation
Getting Medical Assistance
Using Community Resources
Follett Publishing Company

Basic Skills Around the House
Basic Skills in Following Directions
CEBCO Standard Publishing Co.

Forms in Your Future
Learning Trends

Occupational Education Fact Finding Series
Special Service Supply

Your Duties As a Tenant
Project ISU

How To Keep House
Harper & Row, Publishers

Life Today
Mafex Associates, Inc.

Cooking with Betty Crocker Mixes
General Mills

MATERIALS - UNIT 7. HOME MANAGEMENT - continued

Filmstrips and Cassettes:

Filmstrip Library of Home Economics Department -

"Washday Wonders"

"Mixing Magic"

"The Road To Responsibility"

"Focus on the Family Wash"

Proctor & Gamble

Career Education Vocational Technical Series -

Appliances (filmstrip & cassette available)

Applied Education Council Disbribution Center

How To Do Series -

"Furnish a House"

"Decorate a House"

EPS, Inc.

Consumer Education, Part III -

"Making It On Your Own"

"Good Maintenance Makes Good Sense"

Teaching Resources Corporation

"Energy: Use It Wisely Around the Home"

"Selecting and Buying Food for the Young Family"

Photo Lab, Inc.

"Inexpensive Apartment"

"Apartment Hunting Series"

Interpretive Education

Available - Pamphlets and booklets from community resources

Available - Catalogues from department stores

Available - J. C. Penney Consumer Kits

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UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
8. HEALTH CARE Goal: To expose the student to physical and mental health care	8.1 Common Health Care Practices	8.1.1 - Student will read and define terminology related to health care practices.	- Complete TMM, CMM, and SMM
		8.1.2 - Student will identify proper methods of illness prevention.	- List and discuss effects of diet, rest and cleanline: on prevention of illness - Invite resource personnel to discuss illness prevention - Field trip to health fair - Field trip to hospital - Discuss immunization - List and discuss options in treating illness - Discuss body temperature as related to illness - Read and record temperature on thermometer
		8.1.3 - Student will identify methods and means of injury prevention.	- List and discuss different types of injuries - List and discuss how and why injuries occur - List and discuss how to prevent injuries - Invite resource personnel to discuss injury prevention - Collect news stories about injuries - point out prevention methods that should have been used

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UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- Role play methods of injury prevention - Student will maintain experience chart (notebook) - List and discuss options in treating injuries
		8.1.4 - Student will identify proper methods and techniques in preventing infection.	- Discuss and define what infection is - List and discuss how injuries become infected - Invite resource personnel to discuss infection - Role play methods of preventing infection - Role play methods of caring for infection - List and discuss options in treating infection
	8.2 Use of Medication	8.2.1 - Student will read and define terminology related to medication.	- Complete TMM, CMM, and SMM
		8.2.2 - Student will discriminate between prescription and non-prescription drugs.	- Discuss and define prescription and non-prescription drugs - List and discuss proper ways and places to obtain prescription and non-prescription drugs - Role play discrimination between prescription and non-prescription drugs

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		8.2.3 - Student will demonstrate how to read prescription and non-prescription labels.	- Read and identify parts of the label - Discuss importance of following label directions - Role play proper technique and procedure for measuring medicine - Invite resource personnel to discuss proper use of medication
		8.2.4 - Student will identify proper storage of medication.	- List and discuss proper storage of medication - List and discuss storage containers for medication - Discuss time periods for medication storage - Invite resource personnel to discuss storage of medication
		8.2.5 - Student will identify safety aspects of medication.	- Discuss and demonstrate use of safety containers - List and discuss hazards of medication - Invite resource personnel to discuss safety aspects of medication
	8.3 Emergency Health Care	8.3.1 - Student will read and define terminology related to emergency health care.	- Complete TMM, CMM, and SMM

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		8.3.2 - Student will demonstrate how to administer proper first aid techniques.	- List and discuss basic rules of first aid - Invite resource personnel to discuss first aid techniques - Role play various injuries and methods of first aid
	8.4 Personal-Social Awareness	8.4.1 - Student will read and define terminology related to personal-social awareness.	- Complete TMM, CMM, and SMM
		8.4.2 - Student will list social aspects of personality traits.	- List and discuss individual needs - Discuss and complete a personality inventory - List desirable and undesirable personality traits - Discuss how you see yourself, how you want others to see you and how others really see you
		8.4.3 - Student will identify emotions.	- List and discuss pleasant and unpleasant emotions - Role play coping with emotions - Look at self in mirror and tell what you see - Invite resource personnel to discuss desirable personality and emotion traits - Discriminate between own emotions and emotions of others

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UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
	8.5 Social Relationships	8.5.1 - Student will read and define terminology related to social relationships.	- Complete TMM, CMM, and SMM
		8.5.2 - Student will identify the responsibilities of friendships.	- List and discuss positive traits found in friends - Discriminate who you may want for a friend - Role play visiting in various situations - List and discuss recreational and leisure activities - Read and discuss community calendar - Discriminate between peer pressure and own wants - Role play decision making - Make a sample budget for social activities - Discriminate proper clothing for activities - Role play coping with friendship situations
	8.6 Dating	8.6.1 - Student will read and define terminology related to dating.	- Complete TMM, CMM, and SMM
		8.6.2 - Student will identify the responsibilities of dating.	- List and discuss positive and negative aspects of dating

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- List and discuss appropriate activities in dating - Select proper clothing for dating activities - Role play method of arranging for a date - Record telephone conversation in arranging for a date - Budget for various dates - Role play meeting of family - List and discuss safety rules while dating - Discriminate between socially acceptable and unacceptable behavior on dates
	8.7 Sexual Responsibilities	8.7.1 - Student will read and define terminology related to sexual responsibilities.	- Complete TMM, CMM, and SMM
		8.7.2 - Student will recognize sexual responsibilities in social relations.	- List and discuss responsibilities related to sexual activities - List and discuss consequences of sexual activity - List and discuss veneral disease - List and discuss non-acceptable sexual behavior - List and discuss methods of birth control - Invite resource personnel to discuss birth control - List and discuss alternatives of pregnancy

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
	8.8 Marriage	8.8.1 - Student will read and define terminology related to marriage.	- Complete TMM, CMM, and SMM
		8.8.2 - Student will identify factors in making a committment to marriage.	- List and discuss values and needs in choosing a marriage partner - List and discuss pre-marital arrangements - List and discuss negative and positive aspects of marriage - List and discuss individual responsibilities in marriage - List and discuss decisions made in marriage - List and discuss alternatives to staying married
	8.9 Child Health Care	8.9.1 - Student will read and define terminology related to child health care.	- Complete TMM, CMM, and SMM
		8.9.2 - Student will list responsibilities of taking care of children.	- List and discuss physical and emotional needs of children - List and discuss health services for emergency care

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UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- Discriminate emergency situations - Discuss a safe environment for children - Discuss child abuse - Look for newspaper articles concerning child abuse - Discuss and demonstrate proper child discipline - List and discuss play activities - List and discuss proper diet for various age level children - List and discuss changes on a budget with children - Make a sample budget for a family - List and discuss responsibilities of babysitting - Role play babysitting - Collect materials for babysitting packet - Role play family and home situations - Listen to and summarize talks of resource people
	8.10 Death - A Part of Life	8.10.1 - Student will read and define terminology related to death and dying.	- Complete TMM, CMM, and SMM
		8.10.2 - Student will identify the aspects of aging, dying.	- Discuss "kinds" of death - List and discuss various attitudes towards dying

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- List and discuss legal documents, wills, death certificates, insurance - Write will - Discuss terminal illness - Discuss life after death
		8.10.3 - Student will identify the aspects of the funeral arrangements.	- Visit a funeral home - Listen and summarize talks from resource people - Discuss mourning - Role play a funeral - Discuss cost of a funeral - Discuss ways to pay for a funeral - Discuss selection of casket, vault or crypt, of cemetery, burial plots and grave markers - Discuss types of funeral services - Discuss eulogies - Write a eulogy - Look for and discuss obituaries - Write own obituary - View and discuss filmstrip and record "Gramp: Aging and Dying", and film " Cypher in the Snow", and film "Where is Dead?"

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MATERIALS - UNIT 8. HEALTH CARE

SECDC - Life Experience Starter Unit
Management & Maintenance in the Home
Social and Sexual Development
Understanding the Law
Exploring Prejudices
Social Problem Fiction
Iowa Department of Public Instruction

Project Discovery Kits
Southwest Iowa Learning Resources Center

Social Skills Development
Council Bluffs Community Schools

Project FIT
Commerce Public Schools

Real Life Reading Skills
Scholastic Book Services

Occupational Education Fact Finding Series
Special Service Supply

Follett Coping Skills Series:
Using Community Resources
Getting Medical Assistance
Follett Publishing Company

Homemaking for Teen-agers Book I
Chas. A. Bennett Co.

First Aid, Johnson & Johnson
Instructional Materials Laboratories, Inc.

Family Life, Books I and II
Frank E. Richards Publishing Co., Inc.

Be Informed: On Marriage
On Drugs
Label Talk
Read Instructions First
New Readers Press

Plans for Living
Fearon Publishers, Inc.

MATERIALS - UNIT 8. HEALTH CARE - continued

Life Today

Mafex Associates, Inc.

Personal Adjustment, Marriage, and Family Living

Building Your Life

Prentice-Hall, Inc.

How To Keep House

Harper & Row Publishers, Inc.

Safe and Sound

Better Living

Lawson Book Company

Basic First Aid Programmed Instruction

Red Cross

Health and Safety for Teen-agers

Scott, Foresman & Company

Available - Pamphlets and booklets from community resources

Available - Catalogues from department stores

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
9. PERSONAL HYGIENE AND GROOMING Goal: To expose the student to proper hygiene and grooming	9.1 Regular Health Care	9.1.1 - Student will read and define terminology related to regular health care.	- Complete TMM, CMM, and SMM
		9.1.2 - Student will identify health agencies.	- List and discuss health agencies in the community - Invite resource personnel to discuss health agencies - Field trip to health agencies
		9.1.3 - Student will identify health personnel within the community.	- List and discuss health personnel within the community - Using the telephone directory, list health personnel - Field trip to offices of health personnel - Invite health personnel to discuss services
		9.1.4 - Student will identify proper nutrition, exercise and rest.	- Discuss proper nutrition - List and compare nutrition foods and "junk food" - List and identify food groups - List and discuss needs for exercise - List and discuss various exercises - Discuss the importance of rest
	9.2 Personal Hygiene	9.2.1 - Student will read and define	

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		terminology related to personal hygiene.	- Complete TMM, CMM, and SMM
		9.2.2 - Student will identify proper oral hygiene.	- List and discuss need for proper oral hygiene - Discuss how to practice oral hygiene - Invite resource personnel to discuss oral hygiene - List and discuss consequences of poor oral hygiene
		9.2.3 - Student will identify need for daily body hygiene.	- List and discuss need for daily bathing - List and discuss methods of bathing - Discuss other times bathing is necessary - List and discuss items needed for bathing - List and discuss consequences of lack of bathing
		9.2.4 - Student will identify need for proper hair care.	- List and discuss need for clean hair - List and discuss methods of hair care - List and discuss items needed for proper hair care - List and discuss consequences of improper hair care
	9.3 Personal Grooming	9.3.1 - Student will read and define terminology related to personal grooming.	- Complete TMM, CMM, and SMM

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
		9.3.2 - Student will practice hair grooming.	- List and discuss reasons for proper hair grooming - Discuss and show different hair styles - Discuss and show appropriate hair styles - Discuss and show methods of hair coloring, shaping, permanents and cutting - Using telephone directory, locate beauty shops and barber shops - Role play using telephone to make appointments - Field trip to beauty shop and barber shop - List and discuss materials needed for proper hair grooming - List and discuss maintenance of hair grooming equipment - Invite resource personnel to discuss hair grooming - List and discuss consequences of poor hair grooming
		9.3.3 - Student will identify methods and procedures of proper face care.	- List and discuss importance of proper face care - List and discuss methods of eye care - List and discuss methods of oral hygiene - Discuss proper use of make-up - Discuss proper method of shaving - Role play different facial care procedures

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- List and discuss materials (equipment) for proper face care - List stores in which to purchase equipment for proper face care - Make bulletin board to display grooming advertisement - Invite resource personnel to discuss facial care - List and discuss consequences of improper facial care
		9.3.4 - Student will identify proper nail care.	- List and discuss reasons for proper nail care - List and discuss methods of proper nail care - List and discuss materials needed for proper nail care - List and discuss stores to purchase materials for nail care - List and discuss health and safety consequences of improper nail care - Role play proper nail care methods
		9.3.5 - Student will discriminate between proper and improper use of deodorants, cleaning agents and grooming aids.	- List and discuss reasons for proper use of deodorants, cleaning agents and grooming aids - List and discuss how to use deodorants, cleaning agents and grooming aids - List and discuss when to use deodorants, cleaning agents and grooming aids

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- List and discuss where to use deodorants, cleaning agents and grooming aids - List and discuss consumer skills related to purchasing deodorants, cleaning agents and grooming aids - Identify the advantages and disadvantages of different types of deodorants, cleaning agents and grooming aids - List consequences of improper or non-use of deodorants, cleaning agents and grooming aids
	9.4 Clothing Selection	9.4.1 - Student will read and define terminology related to clothing selection.	- Complete TMM, CMM, and SMM
		9.4.2 - Student will select appropriate clothing for various situations.	- Select proper color and pattern combinations - Using catalogues, select appropriate clothing for different situations - Make a bulletin board to display clothing - List examples of clothing stores - Field trip to clothing stores - Given a specific budget, select appropriate clothing for different situations - Organize and conduct a style show

MATERIALS - UNIT 9. HYGIENE AND GROOMING

SECDC - Social Problem Fiction
Life Experience Starter Unit
Management and Maintenance In the Home
Social and Sexual Development
Iowa Department of Public Instruction

Project Discovery Kits
Southwest Iowa Learning Resources Center

Social Skills Development
Council Bluffs Community Schools

Project FIT
Commerce Public Schools

Teen Guide to Homemaking
McGraw-Hill Book Co.

Homemaking for Teen-agers Book I
Steps in Home Living
Chas. A. Bennett Co., Inc.

Project CLUE
Health and Nutrition
Man, the Marvelous Machine
Des Moines Public Schools

Clothing Construction and Wardrobe Planning
The Macmillan Company

Plans for Living
Fearon Publishers, Inc.

Real Life Reading Skills
Scholastic Book Services

Family Life Books I and II
Frank E. Richards Publishing Co., Inc.

Kimberly Clark Pamphlets
Kimberly Clark Corp.

How To Buy Clothes
Hopewell Books, Inc.

MATERIALS - UNIT 9. HYGIENE AND GROOMING - continued

Read Instructions First

New Readers Press

Available - Pamphlets and booklets from community resources

Available - Department store catalogues

Available - J. C. Penney Consumer Kits

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
10. FUNCTIONAL SIGNS Goal: To expose the student to functional signs	10.1 General Information Signs	10.1.1 - Student will read and define the general information signs.	- Complete TMM, CMM, and SMM - Demonstrate what the sign means - Discriminate between similar signs - Illustrate (draw) how and where signs are used - Match signs with definitions
	10.2 Emergency Signs	10.2.1 - Student will read and define emergency signs.	- Complete TMM, CMM, and SMM - Demonstrate what the signs mean - Discriminate between similar signs - Illustrate how and where signs are used - Match signs with definitions
	10.3 Safety Signs	10.3.1 - Student will read and define general safety signs.	- Complete TMM, CMM, and SMM - Demonstrate what the signs mean - Discriminate between similar signs - Illustrate how and where safety signs are used - Match safety signs with definitions
	10.4 Traffic and Road Signs	10.4.1 - Student will read and define traffic and road signs.	- Complete TMM, CMM, and SMM - Demonstrate what the sign means

UNIT	SUBUNIT	PERFORMANCE OBJECTIVES	SUGGESTED ACTIVITIES
			- Discriminate between similar signs - Illustrate how and where traffic and road signs are used - Match traffic and road signs with definitions

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MATERIALS - UNIT 10. FUNCTIONAL SIGNS

Sign Language Books A, B, C, and D
Machine Age Riddles
Signs Around Town
Label Talk
Read Instructions First
Everyday Reading and Writing
Reading All Around You
Supermarket Language
Drugstore Language
New Readers Press

Sign-a-Mite
Mafex Associates, Inc.

Supermarket Language
Janus Book Publishers

Project Discovery Kits
Southwest Iowa Learning Resources Center

Reading All Around You:
Markets and Menus
Trips and Travels
Shops and Services
Xerox Corporation

1A7

APPENDICIES

A. Outline of Objectives and Evaluation

B. List of Publishers

A. OUTLINE OF OBJECTIVES AND EVALUATION

UNIT 1. PURCHASING HABITS

Goal: To expose the student to skills related to Purchasing Habits

	EVALUATION
1.1 General Purchasing Terminology	
1.1.1 - Student will read and define terminology related to purchasing habits.	- Continued - Completed - Comments
1.2 Methods of Advertising	
1.2.1 - Student will read and define terminology related to advertising.	- Continued - Completed - Comments
1.2.2 - Student will discriminate between different types of advertising and sales approaches.	- Continued - Completed - Comments
1.2.3 - Student will identify newspaper advertising.	- Continued - Completed - Comments

	EVALUATION
1.2.4 - Student will identify television advertising.	- Continued - Completed - Comments
1.2.5 - Student will identify radio advertising.	- Continued - Completed - Comments
1.2.6 - Student will identify printed advertising.	- Continued - Completed - Comments
1.3 Types of Stores	
1.3.1 - Student will read and define terminology related to types of stores.	- Continued - Completed - Comments
1.3.2 - Student will list and locate different types of stores within the community.	- Continued - Completed - Comments
1.4 Types of Merchandise	
1.4.1 - Student will read and define terminology related to types of merchandise.	- Continued - Completed - Comments

	EVALUATION
1.4.2 - Student will identify types of merchandise.	- Continued - Completed - Comments
1.5 Relationship between type of store and type of merchandise	
1.5.1 - Student will read and define terminology related to type of store and type of merchandise.	- Continued - Completed - Comments
1.5.2 - Student will discriminate which merchandise can be found in various stores.	- Continued - Completed - Comments
1.6 Comparative Shopping	
1.6.1 - Student will read and define terminology related to comparative shopping.	- Continued - Completed - Comments
1.6.2 - Student will discriminate between prices of same merchandise.	- Continued - Completed - Comments
1.6.3 - Student will identify discounts, sales and coupons.	- Continued - Completed - Comments

	EVALUATION
1.6.4 - Student will identify sizes of merchandise.	- Continued - Completed - Comments
1.6.5 - Student will discriminate quality between similar items.	- Continued - Completed - Comments
1.7 Quantity Buying	
1.7.1 - Student will read and complete terminology related to quantity buying.	- Continued - Completed - Comments
1.7.2 - Student will identify the concept of quantity buying.	- Continued - Completed - Comments
1.8 Relationship between weight and cost of items	
1.8.1 - Student will read and define terminology related to weight and cost.	- Continued - Completed - Comments

	EVALUATION
1.8.2 - Student will identify weight and price markings.	- Continued - Completed - Comments
1.8.3 - Student will discriminate between size, shape and weight of container.	- Continued - Completed - Comments
1.9 Sales Tax	
1.9.1 - Student will read and define terminology related to sales tax.	- Continued - Completed - Comments
1.9.2 - Student will identify sales tax.	- Continued - Completed - Comments
1.10 Refunds, warranties and guarantees	
1.10.1 - Student will read and define terminology related to refunds, warranties and guarantees.	- Continued - Completed - Comments

	EVALUATION
1.10.2 - Student will demonstrate procedures of refunding merchandise.	- Continued - Completed - Comments
1.10.3 - Student will list responsibilities regarding warranties.	- Continued - Completed - Comments
1.10.4 - Student will list responsibilities related to guarantees.	- Continued - Completed - Comments

UNIT 2. BUDGETING

Goal: To expose the student to skills necessary for budgeting

	EVALUATION
2.1 Budgeting	
2.1.1 - Student will read and define terminology related to budgeting.	- Continued - Completed - Comments
2.1.2 - Student will discuss the need for proper budgeting.	- Continued - Completed - Comments
2.2 Income	
2.2.1 - Student will read and define terminology related to income.	- Continued - Completed - Comments
2.2.2 - Student will identify various incomes.	- Continued - Completed - Comments
2.3 Methods of Pay	
2.3.1 - Student will read and define terminology related to paychecks.	- Continued - Completed - Comments

	EVALUATION
2.3.2 - Student will identify methods of pay.	- Continued - Completed - Comments
2.3.3 - Student will discriminate between gross pay and net pay.	- Continued - Completed - Comments
2.4 Expenses	
2.4.1 - Student will read and define terminology related to expenses.	- Continued - Completed - Comments
2.4.2 - Student will identify fixed and changing expenses.	- Continued - Completed - Comments
2.4.3 - Student will identify emergency expenses.	- Continued - Completed - Comments
2.5 Sample Budgets	

	EVALUATION
2.5.1 - Student will show necessary skills for proper salary allocations.	- Continued - Completed - Comments

UNIT 3. BANKING

Goal: To expose the student to skills related to banking

	EVALUATION
3.1 Banking Services	
3.1.1 - Student will read and define terminology related to banking services.	- Continued - Completed - Comments
3.1.2 - Student will identify and explain banking services.	- Continued - Completed - Comments
3.2 Checking	
3.2.1 - Student will read and define terminology related to checking.	- Continued - Completed - Comments
3.2.2 - Student will complete activities related to opening and using a checking account.	- Continued - Completed - Comments
3.3 Savings Accounts	
3.3.1 - Student will read and define terminology related to Savings Accounts.	- Continued - Completed - Comments

	EVALUATION
3.3.2 - Student will demonstrate how to open a savings account.	- Continued - Completed - Comments
3.4 Safety Deposit Boxes	
3.4.1 - Student will read and define terminology related to safety deposit boxes.	- Continued - Completed - Comments
3.4.2 - Student will identify reasons for safety deposit boxes.	- Continued - Completed - Comments
3.4.3 - Student will demonstrate how to rent a safety deposit box.	- Continued - Completed - Comments
3.5 Loans	
3.5.1 - Student will read and define terminology related to loans.	- Continued - Completed - Comments

	EVALUATION
3.5.2 - Student will identify organizations which loan money.	- Continued - Completed - Comments
3.5.3 - Student will identify responsibilities in loan repayment.	- Continued - Completed - Comments
3.6 Travelers Checks	
3.6.1 - Student will read and define terminology related to travelers checks.	- Continued - Completed - Comments
3.6.2 - Student will identify reasons for purchasing travelers checks.	- Continued - Completed - Comments
3.6.3 - Student will identify procedures in purchasing travelers checks.	- Continued - Completed - Comments
3.6.4 - Student will demonstrate proper use of travelers checks.	- Continued - Completed - Comments

	EVALUATION
3.7 Money Orders	
3.7.1 - Student will read and define terminology related to money orders.	- Continued - Completed - Comments
3.7.2 - Student will identify reasons for using money orders.	- Continued - Completed - Comments
3.7.3 - Student will identify how to purchase money orders.	- Continued - Completed - Comments
3.8 Financial Counseling	
3.8.1 - Student will read and define terminology related to financial counseling.	- Continued - Completed - Comments
3.8.2 - Student will define reasons and needs for financial counseling.	- Continued - Completed - Comments

	EVALUATION
3.9 Credit Cards	
3.9.1 - Student will read and define terminology related to credit cards.	- Continued - Completed - Comments
3.9.2 - Student will demonstrate how to apply for credit cards.	- Continued - Completed - Comments
3.9.3 - Student will demonstrate proper use of credit cards.	- Continued - Completed - Comments
3.9.4 - Student will identify responsibility related to monthly statements.	- Continued - Completed - Comments
3.9.5 - Student will identify advantages and disadvantages of credit cards.	- Continued - Completed - Comments
3.10 Computerized Banking	

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	EVALUATION
3.10.1 - Student will read and define terminology related to computerized banking.	- Continued - Completed - Comments
3.10.2 - Student will identify aspects of computer banking.	- Continued - Completed - Comments

UNIT 4. JOB RELATED BEHAVIOR

Goal: To expose the student to on-the-job behavior and responsibilities

	EVALUATION
4.1 Roles and duties of a supervisor	
4.1.1 - Student will read and define terminology related to roles and duties of a supervisor.	- Continued - Completed - Comments
4.1.2 - Student will identify the roles and duties of a supervisor.	- Continued - Completed - Comments
4.2 Responsibilities of a worker	
4.2.1 - Student will read and define terminology related to responsibilities of a worker.	- Continued - Completed - Comments
4.2.2 - Student will identify the responsibilities of a worker.	- Continued - Completed - Comments
4.3 Job Related Communications	
4.3.1 - Student will read and define terminology related to job communication.	- Continued - Completed - Comments

	EVALUATION
4.3.2 - Student will identify, verbalize and complete forms related to job communications.	- Continued - Completed - Comments
4.4 Co-Worker Relationships	
4.4.1 - Student will read and define terminology related to co-worker relationships.	- Continued - Completed - Comments
4.4.2 - Student will identify proper relations with fellow workers.	- Continued - Completed - Comments
4.5 Unions	
4.5.1 - Student will read and define terminology related to unions.	- Continued - Completed - Comments
4.5.2 - Student will identify the need for unions.	- Continued - Completed - Comments

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	EVALUATION
4.5.3 - Student will identify different types of unions.	- Continued - Completed - Comments
4.5.4 - Student will identify problems to be agreed on by a union and an employer.	- Continued - Completed - Comments
4.5.5 - Student will verbalize how to join a union.	- Continued - Completed - Comments
4.5.6 - Student will identify strikes, lay-offs, work stoppage and collective bargaining.	- Continued - Completed - Comments

UNIT 5. JOB SEARCH SKILLS

Goal: To expose the student to ways of locating and obtaining a job

	EVALUATION
5.1 Job Sources	
5.1.1 - Student will read and define terminology related to job sources.	- Continued - Completed - Comments
5.1.2 - Student will identify public and private employment agencies.	- Continued - Completed - Comments
5.1.3 - Student will locate and read help wanted ads in the newspaper.	- Continued - Completed - Comments
5.1.4 - Student will identify contacts in job search.	- Continued - Completed - Comments
5.2 Job Application	
5.2.1 - Student will read and define terminology related to job application.	- Continued - Completed - Comments

	EVALUATION
5.2.2 - Student will demonstrate how to use an application.	- Continued - Completed - Comments
5.3 Job Interviews	
5.3.1 - Student will read and define terminology related to job inte. views.	- Continued - Completed - Comments
5.3.2 - Student will identify and practice proper interview techniques.	- Continued - Completed - Comments

UNIT 6. VOCATIONAL ASSESSMENT

Goal: To expose the student to self-awareness, attitudes and assessments

	EVALUATION
6.1 Self-Awareness and Attitudes	
6.1.1 - Student will read and define terminology related to self-awareness.	- Continued - Completed - Comments
6.1.2 - Student will identify own personal attributes and attitudes.	- Continued - Completed - Comments
6.1.3 - Student will identify changes needed in personal attitude.	- Continued - Completed - Comments
6.2 Vocational Interests	
6.2.1 - Student will read and define terminology related to vocational interests.	- Continued - Completed - Comments
6.2.2 - Student will identify personal interests related to vocations.	- Continued - Completed - Comments

	EVALUATION
6.3 Vocational Aptitudes and Assessments	
6.3.1 - Student will read and define terminology related to aptitudes.	- Continued - Completed - Comments
6.3.2 - Student will complete various aptitude assessments.	- Continued - Completed - Comments
6.3.3 - Student will complete "hands on" assessment.	- Continued - Completed - Comments
6.4 Occupational Exploration	
6.4.1 - Student will list occupational alternatives.	- Continued - Completed - Comments

UNIT 7. HOME MANAGEMENT

Goal: To expose the student to the skills of home management

	EVALUATION
7.1 Living Quarters	
7.1.1 - Student will read and define terminology related to housing.	- Continued - Completed - Comments
7.1.2 - Student will list sources in locating housing.	- Continued - Completed - Comments
7.1.3 - Student will identify the effects of housing on a budget.	- Continued - Completed - Comments
7.1.4 - Student will identify various living quarters.	- Continued - Completed - Comments
7.1.5 - Student will identify assets and areas of improvement needed.	- Continued - Completed - Comments
7.1.6 - Student will identify furnishings and locations to buy them.	- Continued - Completed - Comments

	EVALUATION
7.1.7 - Student will identify the effect of furnishings on budget.	- Continued - Completed - Comments
7.1.8 - Student will identify home decorating ideas.	- Continued - Completed - Comments
7.2 Maintenance and repair of furnishings and appliances	
7.2.1 - Student will read and define terminology related to maintenance and repairs.	- Continued - Completed - Comments
7.2.2 - Student will demonstrate simple maintenance and repairs.	- Continued - Completed - Comments
7.3 Living Conditions	
7.3.1 - Student will read and define terminology related to a safe and clean home.	- Continued - Completed - Comments

	EVALUATION
7.3.2 - Student will identify cleaning tools and cleaning agents.	- Continued - Completed - Comments
7.3.3 - Student will demonstrate appropriate safety habits and practices.	- Continued - Completed - Comments
7.4 Food Preparation and Storage	
7.4.1 - Student will read and define terminology related to food preparation and storage.	- Continued - Completed - Comments
7.4.2 - Student will plan menus.	- Continued - Completed - Comments
7.4.3 - Student will demonstrate buying and storage of food.	- Continued - Completed - Comments
7.4.4 - Student will demonstrate steps in meal preparation, serving and clean-up.	- Continued - Completed - Comments

	EVALUATION
7.5 Laundry Procedures	
7.5.1 - Student will read and define terminology related to laundry procedures.	- Continued - Completed - Comments
7.5.2 - Student will demonstrate how to wash, dry and iron clothes.	- Continued - Completed - Comments
7.5.3 - Student will demonstrate how to use a coin-operated washer and dryer.	- Continued - Completed - Comments
7.5.4 - Student will demonstrate when to take clothes to a dry cleaner.	- Continued - Completed - Comments
7.6 Small Appliances	
7.6.1 - Student will read and define terminology related to small appliances.	- Continued - Completed - Comments

	EVALUATION
7.6.2 - Student will identify common household appliances and their care and maintenance.	- Continued - Completed - Comments
7.7 Community Service Agencies and Utilities	
7.7.1 - Student will read and define terminology related to community service agencies.	- Continued - Completed - Comments
7.7.2 - Student will identify community services available.	- Continued - Completed - Comments
7.7.3 - Student will read and define terminology related to utilities.	- Continued - Completed - Comments

UNIT 8. HEALTH CARE

Goal: To expose the student to physical and mental health care

	EVALUATION
8.1 Common Health Care Practices	
8.1.1 - Student will read and define terminology related to health care practices.	- Continued - Completed - Comments
8.1.2 - Student will identify proper methods of illness prevention.	- Continued - Completed - Comments
8.1.3 - Student will identify methods and means of injury prevention.	- Continued - Completed - Comments
8.1.4 - Student will identify proper methods and techniques in preventing infection.	- Continued - Completed - Comments
8.2 Use of Medication	
8.2.1 - Student will read and define terminology related to medication.	- Continued - Completed - Comments

	EVALUATION
8.2.2 - Student will discriminate between prescription and non-prescription drugs.	- Continued - Completed - Comments
8.2.3 - Student will demonstrate how to read prescription and non-prescription labels.	- Continued - Completed - Comments
8.2.4 - Student will identify proper storage of medication.	- Continued - Completed - Comments
8.2.5 - Student will identify safety aspects of medication.	- Continued - Completed - Comments
8.3 Emergency Health Care	
8.3.1 - Student will read and define terminology related to emergency health care.	- Continued - Completed - Comments
8.3.2 - Student will demonstrate how to administer proper first aid techniques.	- Continued - Completed - Comments

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	EVALUATION
8.4 Personal-Social Awareness	
8.4.1 - Student will read and define terminology related to personal-social awareness.	- Continued - Completed - Comments
8.4.2 - Student will list social aspects of personality traits.	- Continued - Completed - Comments
8.4.3 - Student will identify emotions.	- Continued - Completed - Comments
8.5 Social Relationships	
8.5.1 - Student will read and define terminology related to social relationships.	- Continued - Completed - Comments
8.5.2 - Student will identify the responsibilities of friendships.	- Continued - Completed - Comments

	EVALUATION
8.6 Dating	
8.6.1 - Student will read and define terminology related to dating.	- Continued - Completed - Comments
8.6.2 - Student will identify the responsibilities of dating.	- Continued - Completed - Comments
8.7 Sexual Responsibilities	
8.7.1 - Student will read and define terminology related to sexual responsibilities.	- Continued - Completed - Comments
8.7.2 - Student will recognize sexual responsibilities in social relations.	- Continued - Completed - Comments
8.8 Marriage	
8.8.1 - Student will read and define terminology related to marriage.	- Continued - Completed - Comments

	EVALUATION
8.8.2 - Student will identify factors in making a committment to marriage.	- Continued - Completed - Comments
8.9 Child Health Care	
8.9.1 - Student will read and define terminology related to child health care.	- Continued - Completed - Comments
8.9.2 - Student will list responsibilities of taking care of children.	- Continued - Completed - Comments
8.10 Death - A Part of Life	
8.10.1 - Student will read and define terminology related to death and dying.	- Continued - Completed - Comments
8.10.2 - Student will identify the aspects of aging, dying.	- Continued - Completed - Comments

	EVALUATION
8.10.3 - Student will identify the aspects of the funeral arrangements.	- Continued - Completed - Comments

UNIT 9. PERSONAL HYGIENE AND GROOMING

Goal: To expose the student to proper hygiene and grooming

	EVALUATION
9.1 Regular Health Care	
9.1.1 - Student will read and define terminology related to regular health care.	- Continued - Completed - Comments
9.1.2 - Student will identify health agencies.	- Continued - Completed - Comments
9.1.3 - Student will identify health personnel within the community.	- Continued - Completed - Comments
9.1.4 - Student will identify proper nutrition, exercise and rest.	- Continued - Completed - Comments
9.2 Personal Hygiene	
9.2.1 - Student will read and define terminology related to personal hygiene.	- Continued - Completed - Comments

	EVALUATION
9.2.2 - Student will identify proper oral hygiene.	- Continued - Completed - Comments
9.2.3 - Student will identify need for daily body hygiene.	- Continued - Completed - Comments
9.2.4 - Student will identify need for proper hair care.	- Continued - Completed - Comments
9.3 Personal Grooming	
9.3.1 - Student will read and define terminology related to personal grooming.	- Continued - Completed - Comments
9.3.2 - Student will practice hair grooming.	- Continued - Completed - Comments
9.3.3 - Student will identify methods and procedures of proper face care.	- Continued - Completed - Comments

	EVALUATION
9.3.4 - Student will identify proper nail care.	- Continued - Completed - Comments
9.3.5 - Student will discriminate between proper and improper use of deodorants, cleaning agents and grooming aids.	- Continued - Completed - Comments
9.4 Clothing Selection	
9.4.1 - Student will read and define terminology related to clothing selection.	- Continued - Completed - Comments
9.4.2 - Student will select appropriate clothing for various situations.	- Continued - Completed - Comments

UNIT 10. FUNCTIONAL SIGNS

Goal: To expose the student to functional signs

	EVALUATION
10.1 General Information Signs	
10.1.1 - Student will read and define the general information signs.	- Continued - Completed - Comments
10.2 Emergency Signs	
10.2.1 - Student will read and define emergency signs.	- Continued - Completed - Comments
10.3 Safety Signs	
10.3.1 - Student will read and define general safety signs.	- Continued - Completed - Comments
10.4 Traffic and Road Signs	
10.4.1 - Student will read and define traffic and road signs.	- Continued - Completed - Comments

B. LIST OF PUBLISHERS

American Guidance Service, Inc.
Publisher's Building
Circle Pines, Minnesota 55014

Applied Education Council Distribution Center
Galien, Michigan 49113

Argus Communications
7440 Natchez Avenue
Niles, Illinois 60648

CTB/McGraw-Hill
Del Monte Research Park
Monterey, California 93940

CEBCO Standard Publishing Company
9 Kulick Road
Fairfield, New Jersey 07006

Changing Times Education Service
1729 "A" Street, N. W.
Washington, D. C. 20006
(pamphlets)

Chas. A. Bennett Co., Inc.
Peoria, Illinois 61607

Conrad Publishing Company
Box 29204
Minneapolis, Minnesota 55444

Consulting Psychologists Press, Inc.
557 College Avenue
Palo Alto, California 94302

Council Bluffs Community Schools
Council Bluffs, Iowa 51501

Counselor Recordings and Tests
Box 6184 - Acklen Station
Nashville, Tennessee 37212

Developmental Learning Materials
7440 Natchez Avenue
Niles, Illinois 60648

Elwyn Institute
Elwyn, Pennsylvania 19063

EPS Inc.
2304 East Johnson
Jonesboro, Arkansas 72401

Eye Gate House, Inc.
146-01 Archer Avenue
Jamaica, New York 11431

Fearon Publishers, Inc.
Division of Pitman Publishing Corp.
6 Davis Drive
Belmont, California 94002

Finney Publishing Company
3350 Gorham Avenue
Minneapolis, Minnesota 55426

Follett Publishing Company
Division of Follett Corporation
1010 W. Washington Boulevard
Chicago, Illinois 60607

Frank E. Richards Publishing Company, Inc.
215 Church Street
Phoenix, New York 13135

General Mills
Minneapolis, Minnesota 55401

Guidance Associates
Pleasantville, New York 10570

Harper & Row, Publishers, Inc.
49 East 33rd Street
New York, New York 10001

Hopewell Books, Inc.
1670 Sturbridge Drive
RD - 1
Sewickley, Pennsylvania 15143

Houghton Mifflin
1900 S. Batavia Avenue
Geneva, Illinois 60134

Instructional Materials Laboratory
#8 Industrial Education Building
University of Missouri - Columbia
Columbia, Missouri 65201

Interpretive Education
Division of I. E. Products, Inc.
2306 Winters Drive
Kalamazoo, Michigan 49002

Janus Book Publishers
25825 Mission Boulevard
Hayward, California 94544

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Neenah, Wisconsin 54956

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Elk Grove, California 95624

Learning Trends
Division of Globe Book Co., Inc.
175 Fifth Avenue
New York, New York 10010

Life Skills Company
380 Maple Avenue W.
Vienna, Virginia 22180

Mafex Associates, Inc.
111 Barron Avenue
Johnstown, Pennsylvania 15906

McGraw-Hill Book Company
New York, New York 10001

MIT Press
Massachusetts Institute of Technology
Cambridge, Massachusetts 02142

New Readers Press
Publishing Division of Laubach
Literacy International
Box 131
Syracuse, New York 13210

J. C. Penney Company, Inc.
Educational and Consumer
Relations Department
1301 Avenue of the Americas
New York, New York 10019

Photo Lab, Inc.
Washington, D. C. 20011

Prentice-Hall, Inc.
Englewood Cliffs, New Jersey 07632

Proctor & Gamble
Cincinnati, Ohio 45202

Project CLUE
(now known as The Des Moines Public
Schools Self-Contained Secondary
Learning Disabilities Program)
Dr. Timothy Hollinger, Coordinator of
Learning Disabilities
Des Moines Public Schools
Department of Pupil Services
1800 Grand Avenue
Des Moines, Iowa 50307

Project Discovery
Southwest Iowa Learning Resources
Center
401 Reed Street
Red Oak, Iowa 51566

Project FIT - Fundamental
Industrial Training
Commerce Public Schools
Tri-County Co-op
Commerce, Texas

Project ISU - Secondary Prevocational
Individualized Study Units for
Special Needs Students
Occupational Training Center, Inc.
665 Pelham Boulevard
St. Paul, Minnesota 55114

Pruett Press
3235 Prairie Avenue
Boulder, Colorado 80301

Scholastic Book Services
50 West 44th Street
New York, New York 10036
or
904 Sylvan Avenue
Englewood Cliffs, New Jersey 07632

Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Scott, Foresman and Company
2000 East Lake Avenue
Glenview, Illinois 60025

LIST OF PUBLISHERS - continued

Special Education Curriculum
Development Center (SECDC)
Iowa Department of Public Instruction
Grimes Office Building
Des Moines, Iowa 50309

Special Service Supply
Box 705
Huntington, New York 11743

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

Teaching Resources Corp.
100 Boylston Street
Boston, Massachusetts 02116

The Macmillan Company
New York, New York 10001

Ungame Company
Anaheim, California 92803

U. S. Departments of Agriculture and
Health, Education & Welfare
Washington, D. C. 20201

U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20212

United Transparencies
P. O. Box 888
Binghamton, New York 13902

Warren Schloat Productions, Inc.
Pleasantville, New York 10570

Wise Owl Publications
Los Angeles, California 90028

Xerox Corporation
600 Madison Avenue
New York, New York 10022